

**COPY**

MR STEPHEN MICHAEL WOOD  
Information Commissioner Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK95AF

RECEIVED

30 SEP 2016

Card Number [REDACTED]  
Statement Date 28 August 2016  
Credit Limit [REDACTED]

MEMO STATEMENT FOR INFORMATION ONLY.  
PLEASE DO NOT REMIT PAYMENT.

Company Number: 1051431

CARDHOLDER ACTIVITY				
POST DATE	TRAN DATE	BANK REFERENCE	YOUR REF	TRANSACTION DESCRIPTION
29 JUL	28 JUL	71892663		LUL TICKET MACHINE EUSTON OYSTER CAR PARK
29 JUL	28 JUL	20887986		WEST COAST TRAINS MACLSFLD 2871
09 AUG	01 AUG	02188535		Lodging H PALMASSETS S Marrakech 504
				6,250.00 MAD EXCHANGE RATE 12.394399
				INCL NON-STERLING TRANSACTION FEE £14.45
26 AUG	25 AUG	79226737		LUL TICKET MACHINE EUSTON
				504.26 ✓
				9.80 ✓

Stay up to date by viewing your card statement on the day it is produced - sign up at [natwest.com/cardsonline](http://natwest.com/cardsonline) by clicking on the Log in or register for Cards OnLine link.

#### Financial Services Compensation Scheme (FSCS)

Your eligible deposits with NatWest are protected by the Financial Services Compensation Scheme. An FSCS information sheet and list of exclusions will be provided to you on an annual basis.  
For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

CUSTOMER SERVICE HELP DESK 0370 010 1152	SUMMARY	
LOST/STOLEN CARDS 24 HRS 0370 6000 459	PURCHASES & OTHER CHARGES	£535.16
PLEASE ADDRESS ENQUIRIES TO:  COMMERCIAL CARDS DIVISION CARDS CUSTOMER SERVICES PO BOX 5747 SOUTHEND-ON-SEA SS1 9AJ Monday - Friday 08.00 - 18.00 Saturday 09.00 - 13.00	CASH ADVANCES	£0.00
	CASH ADVANCE FEES	£0.00
	CREDITS/REFUNDS	£0.00
	TOTAL	£535.16

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**Nominal Code (Finance Use)**

Expense Period	From:	
	To:	19/08/2016

[illegible]

Car miles claimed (Standard Rate)\*  
Car miles claimed (Public Transport Rate)  
Motorcycle miles claimed  
Bicycle miles claimed  
Passenger rate

		45 p per mile		0.00
		25 p per mile		0.00
		24 p per mile		0.00
		20 p per mile		0.00
		5 p per mile		0.00
Miles	No. of passengers			

Less Cash Advance

TOTAL REIMBURSEMENT	<b>152.00</b>
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**Don't forget to attach receipts!**

**Delegated authorities: Please forward to [expenses@ico.org.uk](mailto:expenses@ico.org.uk) by way of approval for payment**

## Expense Reimbursement

Employee Name: STEVE WOOD

Delegated authority: [REDACTED]

Department (choose from drop down menu): [REDACTED]

Expense Period	From:	
	To:	19/08/2016

RCT Number  
(Finance Use)

Claim Number	
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89303

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Nominal Code (Finance Use)

## Itemised Expenses

DATE	TIME		DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency)
	Depart	Arrive				UK £
26/07/16			Taxi from Macclesfield Station to [REDACTED] following late return from Brussels via London after Article 29 Meeting	1	Travel - UK	9.00
28/07/16			Subsistence whilst in London to attend meeting with DCMS receipt total £6.45 but only claiming £5	2	Subsistence - UK	5.00
03/08/16			Car Park charge as unable to park in office spaces at Wilmslow office	3	ICO Car Parking	4.30
				SUBTOTAL		18.30

### Mileage

Car miles claimed (Standard Rate)\*

Car miles claimed (Public Transport Rate)

Motorcycle miles claimed

Bicycle miles claimed

Passenger rate

Miles	No. of passengers

45 p per mile

45 p per mile  
25 p per mile

24 p per mile

20 p per mile

5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

**\*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance

TOTAL REIMBURSEMENT	18.30
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**Don't forget to attach receipts!**

**Claimant: Please email to your manager for approval.**

**Delegated authorities: Please forward to [expenses@ico.org.uk](mailto:expenses@ico.org.uk) by way of approval for payment**